

# COMPENSATION BOARD DOCKET #18/07

## January 24, 2018

### 307-18-07: SHERIFFS & REGIONAL JAILS

#### NEW BUSINESS:

#### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	SHERIFF/ SUPERINTENDENT	January 17, 2018 - Officers request to transfer Vacancy Savings to Temporary/Office expense.	\$0	Approved per the Compensation Board's FY18 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
445	307	Rockbridge Reg. Jail	1/17/2018	Vacancy Savings	Office Expense	\$44,060.73	\$44,060.73
450	307	Rappahannock Reg. Jail	01/17/18	Vacancy Savings	Temporary	\$262,582.73	\$262,582.73
475	307	Hampton Roads Reg. Jail	01/16/18	Vacancy Savings	Office Expense	\$161,302.96	\$101,302.96
475	307	Hampton Roads Reg. Jail	01/16/2018	Vacancy Savings	Temporary	\$0.00	\$50,000.00
485	307	Blue Ridge Reg. Jail	01/16/17	Vacancy Savings	Temporary	\$57,613.50	\$57,513.50
495	307	Meherrin River Reg. Jail	01/16/17	Vacancy Savings	Office Expense	\$108,938.78	\$108,938.78
496	307	RSW Reg. Jail	01/17/17	Vacancy Savings	Temporary	\$63,701.12	\$63,701.12
650	307	Hampton City	01/05/2018	Vacancy Savings	Office Expense	\$134,517.44	\$134,517.44
710	307	Norfolk City	01/08/2018	Vacancy Savings	Temporary	\$125,810.07	\$125,810.07
						<b>\$958,527.33</b>	<b>\$948,427.33</b>

## 772-18-07: COMMONWEALTH'S ATTORNEY

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
NORTHAMPTON COUNTY	COMMONWEALTH'S ATTORNEY	December 27, 2017 - Acting Officer requests additional Temporary Funding in the amount of \$32,885. This is equivalent to position 00003 CPII in the amount of \$65,770 from January 1, 2018 to June 30, 2018. The election will be held on November 6, 2018.  This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as I understand that the Compensation Board's interpretation of §24.2-226 and 228 is that position 00003 CPII is not vacant during the period in which I am the Acting Commonwealth's Attorney, consequently funds cannot be transferred from this position.		\$0.00	Approved at no additional cost to the Compensation Board.
GREENE COUNTY	COMMONWEALTH'S ATTORNEY	January 10, 2018 – A request of the previous officer was approved at the July, 2017 Compensation Board meeting to transfer the annual vacant salary of pos. 00003, in the amount of \$53,967, to Temporary salary funds effective July 1, 2017.  The current officer requests to restore the salary to pos. 00003 in order to fill the position, effective January 1, 2018.		\$0.00	Approved as requested.

FIPS	Office Code	Locality Name	Request Date	To Permanent Position	Class Code	From Category	Current Salary	Amount Requested	Pro-Rated Amount Approved
079	772	Greene City	1/10/2018	pos. 00003	ATTI	Temporary	\$53,967.00	\$53,967.00	\$26,983.50

## 773-18-07: CIRCUIT COURT CLERKS

### CONSENT DOCKET

#### OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
HENRICO COUNTY	CIRCUIT COURT CLERK	<p><b>At its meeting on December 19, 2017, the Compensation Board approved the officer's request to transfer the remaining annual vacancy salary of position 00015 to temporary salary funds in the amount of \$14,829.50; due to the position reallocation policy, this office must hold one position vacant upon attrition in FY18, however vacancy savings from the vacant position may be transferred to another budget category for the duration of the fiscal year.</b></p> <p>January 17, 2018 - Officer requests to rescind her December, 2017 request to the Compensation Board to transfer \$14,829.50 from vacant position 00015 to temporary salary funds. The officer has chosen to hold position 00028 vacant instead of position 00015 to comply with the position reallocation policy in FY18.</p>	\$0.00	Approved as requested to rescind the officer's request from December, 2017.
HENRICO COUNTY	CIRCUIT COURT CLERK	<p><b>At its meeting on December 19, 2017, the Compensation Board approved the officer's request to transfer turnover savings in the amount of \$12,377 to base temporary salaries funds, effective December 1, 2017.</b></p> <p>January 17, 2018 - Officer requests to rescind her December, 2017 request to the Compensation Board to transfer turnover savings of \$12,377 effective December 1, 2017, and instead requests to transfer turnover savings in the amount of \$6,881 to base temporary salary funds, effective January 1, 2018.</p> <p>The Turnover was created and cannot be used in any other position due to limitations prescribed in the Pay Factors.</p>	\$0.00	Approved as requested to rescind the officer's request from December, 2017. The Compensation Board approved the officer's new request to transfer turnover savings in the amount of \$6,881 to base temporary funds per the Compensation Board's FY18 Budget Priorities and Policies. This is a base budget transfer.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested	Pro-Rated
087	773	Henrico County	1/17/2018	Turnover	Temporary	6,881.00	6,881.00	\$3,440.50

## 773-18-07: CIRCUIT COURT CLERKS

### CONSENT DOCKET

#### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ALEXANDRIA CITY	CIRCUIT COURT CLERK	January 16, 2018 - Officer requests to transfer Turnover funds in the amount of \$4,913 to base Temporary Funds, effective January 1, 2018.	\$0.00	Approved per the Compensation Board's FY18 Budget Priorities and Policies. This is a base budget transfer.

The Turnover was created and cannot be used in any other position due to limitations prescribed in the Pay Factors.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested	Pro-Rated
510	773	Alexandria City	01/16/18	Turnover	Temporary	4,913.00	4,913.00	\$2,456.50

ROCKINGHAM COUNTY	CIRCUIT COURT CLERK	<p>January 18, 2018 - Officer requests, within classification policy, to reclassify position 00013, MACD budgeted with a base salary of \$39,943 to MDCDI with a base salary of \$47,214 using \$7,271 in Turnover funds, effective January 1, 2018. As the incumbent is funded in the Deputy Circuit Court Clerk Career Development Program, the increase to the base salary of the incumbent will result in an increase in the associated career development supplemental salary amount from a total salary of \$43,658 to \$51,605, increasing the officer's total annualized budget by \$676 (pro-rated \$338 in FY18).</p> <p>Compensation Board staff requests Board consideration to delegate authority to the Executive Secretary to approve the incremental budget changes to a clerk's office career development program funding when associated with implementation of a pay action performed in accordance with Compensation Board policy changing base salaries of positions already approved for funding under the career development program and that uses the office's existing base budget funds.</p>	<p>\$676.00 (338.00 for FY18)</p>	<p>The officer's request is approved as requested.</p> <p>The Compensation Board hereby delegates authority to the Executive Secretary to approve incremental budget changes to a clerk's office career development program funding when associated with implementation of a pay action performed in accordance with Compensation Board policy changing base salaries of positions already funded for career development program salary amounts, if base funding available for the officer and deputy career development programs is sufficient to support such changes to the office's individual budget.</p>
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## 771-18-07: COMMISSIONERS OF THE REVENUE

### CONSENT DOCKET

#### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CITY OF POQUOSON	COMMISSIONER	<p>January 17, 2018 Acting Officer requests additional Temporary Funding in the amount of \$3,237.50. This is equivalent to position #00003 MDIII at \$6,475 from January 1, 2018 to June 30, 2018. The Special Election will be held on November 6, 2018.</p> <p>This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as he understands that the Compensation Board's interpretation of §24.2-226 and 228 is that position 00003 MDIII is not vacant during the period in which he is the Acting Commissioner, consequently funds cannot be transferred from this position.</p>	\$0.00	Approved at no additional cost to the Compensation Board.

## 774-18-07: TREASURERS

### CONSENT DOCKET

#### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BEDFORD COUNTY	TREASURER	January 18, 2018 - Officer requests to utilize \$6,525 in Turnover funds, within Compensation Board policy, to fund internal salary adjustments for three Career Development funded deputies in positions 00007, 00011, & 00012, effective January 1, 2018, resulting in an added cost and an increase in the total budget for the Career Development Program funding in this office.	\$607.00 Budgeted (151.75 Pro-rated; Reimb)	Approved as requested, pending concurrence of the local governing body.

FIPS	Locality Name	Request Date	From Category	Class Code	Position Number	Current CB Salary	Current Base Salary	New Base Salary	New CDP Salary	Budgeted Amount of Change in CDP	Reimbursable Amount of Change in CDP, Prorated for FY18
019	Bedford	1/18/2018	Turnover	MDII	00007	\$30,565	\$27,964	\$28,849	\$31,532	\$82	\$20.50
		1/18/2018	Turnover	MDIII	00011	\$33,219	\$30,392	\$33,432	\$36,541	\$283	\$70.75
		1/18/2018	Turnover	MDII	00012	\$28,429	\$26,010	\$28,611	\$31,272	\$242	\$60.50
<b>Totals</b>										<b>\$607</b>	<b>\$151.75</b>

STAFFORD COUNTY	TREASURER	January 18, 2018 - Officer requests to promote the Career Development funded deputy in pos. 00009, MDII, budgeted at \$27,787 to pos. 00002, DIII, budgeted at \$30,393, effective January 1, 2018, resulting in an added cost and an increase in the total budget for the Career Development Program funding in this office.	\$462.00 Budgeted (\$115.50 Pro-rated; Reimb)	Approved as requested, pending concurrence of the local governing body.
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FIPS	Locality Name	Request Date	From Position	Class Code	To Position	Current CB Salary	Current Base Salary	New Base Salary	New CDP Salary	Budgeted Amount of Change in CDP	Reimbursable Amount of Change in CDP, Prorated for FY18
179	Stafford	1/18/2018	00002	MDII	00009	\$27,787	\$25,423	\$30,393	\$33,220	\$462	\$115.50
<b>Totals</b>										<b>\$462</b>	<b>\$115.50</b>

## OTHER MATTERS

### NEW BUSINESS:

#### REGULAR DOCKET

<u>1.</u>	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	MEETING MINUTES	COMPENSATION BOARD	Staff presents minutes for approval as follows: Docket #18/05 and #18/06.	N/A	Approved.
2.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday, February 28, 2018 at 10:00 a.m. and Wednesday, March 28, 2018 at 10:00 a.m.	N/A	Confirmed.
3.	TECHNOLOGY TRUST FUND COLLECTIONS	COMPENSATION BOARD	<p>Collections: FY18 collections for July through December totaled \$3,363,320, a decrease of 7.73% compared to the same period of collections in FY17.</p> <p>Expenditures: FY18 year-to-date Clerk's expenditures through 1/22/18, which includes December reimbursements, totaled \$1,879,111.44 or 24.98% of budgeted Technology Trust Funds.</p> <p>Projections: Based on current collections, FY18 TTF total collections would be approximately \$6.73 million, a decrease of 4.73% compared to FY17 collections.</p>	N/A	Noted.
4.	LIABILITY INSURANCE STAKEHOLDER GROUP REPORT	COMPENSATION BOARD	Staff presents the Report of the Stakeholder Group reviewing Liability Insurance.	N/A	Approved.

**CLOSED MEETING  
COMPENSATION BOARD DOCKET #18/07  
January 24, 2018**

**NO CLOSED MEETING.**

1) **MOTION FOR “CLOSED MEETING” by Chairman Susan Swecker. (\_\_\_\_\_ seconded the motion).**

- ☐ Under the provisions of Section 2.2-3711.A.1, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to discuss personnel issues—discussion of interview applicants, assignment, appointment, promotion, performance, salaries, discipline or resignation of specific officers, appointees or employees.
- ☐ Under the provisions of Section 2.2-3711.A.7, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** for consultation with legal counsel and/or briefing by staff members pertaining to actual or “probable litigation” concerning

When the closed meeting is complete, the public body must ***immediately*** reconvene in open session and take a recorded vote of its members in roll call fashion.

**MOTION BY CHAIRMAN SUSAN SWECKER: I move to certify that only public business exempt from the Act was discussed.**  
(\_\_\_\_\_ seconded the motion.)

Susan Swecker, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Martha Mavredes, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**AND**

**MOTION BY CHAIRMAN SUSAN SWECKER: I move to certify that only public business matters identified in the motion to convene the closed meeting were discussed. (\_\_\_\_\_ seconded the motion.)**

Susan Swecker, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Martha Mavredes, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Any member who cannot certify must state the specific details of the unauthorized discussion on the record. That record can be used as evidence in a lawsuit brought against the public body for violating the Act.**



# HANDCARRY COMPENSATION BOARD DOCKET #18/07 January 24, 2018

## 772-18-07: COMMONWEALTH'S ATTORNEY

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIES	COMMONWEALTH'S ATTORNEY	November 2, 2017-January 4, 2018 Officers request exceptions to the Substitute Prosecutor 60-day, \$500 reimbursement policy.  It was an oversight by these prosecutors to not submit the reimbursement requests within 60-days of the conclusion of the case, and/or prior to total expenditures exceeding \$500.		\$530.72	Approved as an exception to policy, based upon the circumstances stated by the officer.

FIPS	Office	Locality	Prosecutor	Request Receipt Date	Expenses From - To	Defendant	Total
770	772	Roanoke City	Charles W. Simmons	11/2/2017	9/29/2017 to 10/25/2017	Robert Marshall Cornelius	\$530.72
117	772	Mecklenburg County	T. Allen Nash	1/4/2018	9/28/2017	Victoria Leigh Clark	\$29.30

## FOR YOUR INFORMATION NONE.

Public Body: Compensation Board  
Date: January 24, 2018  
Time: 11:00 a.m.  
Location: Compensation Board Conference Room  
Oliver Hill Building, 102 Governor Street  
Richmond, VA 23219  
Members: Susan Swecker, Chairman (absent)  
Craig Burns, Ex Officio member (present)  
Martha Mavredes, Ex Officio member (present)